

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Centralized Equipment Maintenance

FROM: Harry E. Fitzwater DDA 7D18 HQ		EXTENSION	NO.
			DATE 28 Oct 1985
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
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DDA Registry
 85-0048/1
 28 MAR 1985

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
 Deputy Director for Administration
 25X1
 SUBJECT: Centralized Equipment Maintenance []
 REFERENCE: Note for DDA fm EXDIR, dtd 7 Feb 85
 Subject: Centralized Maintenance Issue

1. By way of response to the last paragraph of your 7 February note on the centralized maintenance issue, I have asked the Director of Logistics to keep the pressure on in developing a program to reduce both the total number of contracts and the number of vendors over a two to three-year time period. We envision a multi-phased approach which will involve cognizant technical offices. []

2. We propose action to include the following specific areas:

a. Agency Copier Management Program - The centralization of copy machine procurement and maintenance services in P&PD/OL has been a resounding success in standardizing equipment and consolidating maintenance services. This is about to become unglued because of Agency policy on contracting with organizations subject to foreign ownership control or influence (FOCI) (see []). We must have relief from this policy in the area of copy equipment or we will end up with second-rate equipment and significant increases in maintenance and servicing problems. P&PD/OL is now documenting the case for an across-the-board waiver to FOCI policy as it applies to copier equipment. []

b. The whole new area of video and television equipment needs to be centralized as we have done in the copier equipment arena. OL has prepared a proposal to implement such a program to preempt future problems in contracting for maintenance of the equipment. []

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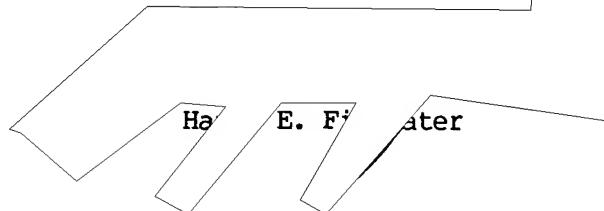
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c. We have requested OC to review their extensive equipment inventory in an effort to increase standardization in their cognizant materiel. We shall monitor all service contracts in this area and consolidate requirements wherever possible. [redacted]

d. OL will assist in identifying commonality in personal property equipment and furnishings in order to facilitate consolidated service, maintenance, and repair of personal property. Specific examples in these areas are: (1) plans now in progress to standardize on office systems furniture for the new building, (2) desk top printing calculators, (3) electric typewriters, and (4) materiel and accessories in support of CRAFT installations. This consolidation effort should substantially reduce the number of service contracts and vendors that Agency customers and Logistics must deal with regularly. [redacted]

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3. Assuming we will receive a reasonable amount of cooperation from our Agency customers, we are hopeful that a move to standardize office equipment will result in our ability to consolidate service contracts and a reduction in the number of vendors requiring access to Agency facilities. We will target on a 25 percent reduction by 1988. [redacted]



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Executive Registry	
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S E C R E T

8 February 1985

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C/ADPSU, CPAS/DI

Re: Proposal for Centralizing Equipment Maintenance

25X1

Dear [redacted]

The DDCI has asked me to respond to your 5 December memorandum concerning the creation of a centralized maintenance organization. I am sorry for the delay. Your idea has occasioned a good deal of discussion between myself and the DDA, and indeed I don't yet have a conclusive answer. At this point, I can tell you that a centralized maintenance organization would have to deal with equipment supplied by some 200 vendors through more than one thousand contracts, mostly let by individual components. There is no practical way to train a single group of people, or stock the necessary parts, for such a vast array of different kinds of equipment. Unanswered, of course, is the question of whether or not these numbers can be reduced somewhat, thereby making your proposal more feasible. I am exploring this alternative.

Thank you for bringing your idea to my attention, and please feel free to share with us any other suggestions you may have.

Sincerely,

25X1

✓ Executive Director

S E C R E T



D-102

SECRET

ER

Executive Registry	
85- 640/1	

7 February 1985

NOTE FOR: DDA

FROM : ExDir

Harry,

Thank you for your memo on the centralized maintenance issue. I agree with much of what you say, but come to a different conclusion. It's clearly our responsibility to seek competition, which does in fact complicate the repair and replacement problem. It's also obvious--certainly you know better than any of us--how strenuously some of our Agency customers resist standardization. I also concede that attempting to use Agency personnel to perform repair and replacement on all the kinds of products we use in our building is a practical impossibility. Finally, I'm respectful of your statement that we really have made some progress in our standardization over the years.

I like your suggestion in paragraph 3 that the best approach relevant to standardization would be "greater standardization within a competitive framework." I acknowledge that we need more cooperation and submergence of individual desires if we are to get this done. I am confident that your folks could develop a sensible program which would help us reduce the thousand odd maintenance and repair contracts that we have with over 200 different vendors.

I know it's a tough task, but I think this one needs some more constructive thought. I believe if we look at it, we can find a thoughtful way to reduce the dimension of this problem by, say, 25 percent over a 2-3 year time period. Will you give it another try? In the meantime, I will respond separately to the originator of this suggestion.

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D-102